



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date June 23, 1976	1. Agency Address Department of Human Resources Division of Mental Health & Mental Retardation Agency-Wide 47 Trinity Avenue Atlanta, Georgia	Application Number 76-223	Date Received JUN 24 1976
Application Number DHR-73		Date Completed JUL - 6 1976	
2. Person to Contact Charles Braden		Working Title Director Support Services Unit	Telephone Number 656-4908
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercade; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1965	Latest Present	5. Records Series Title (followed by title used in office; if different) Patient Medical Record Locator File Agency-Wide	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Mental Health & Mental Retardation administers the mental health, mental retardation and other developmental disabilities, drug abuse, alcoholism, and training and research programs. This Division is also concerned with community mental health, and the administration of the State mental hospitals, rehabilitation and retardation centers. <u>Agency-Wide Application</u>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: recording the location of the patient medical record when that record is removed from the Medical Records Section by institution staff. Included is Chart Locator Card (MH 501) identifying name of patient, staff member requesting record and similar and related information. File is arranged: usually alphabetically by soundex code.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>25</u> ; Seven to twelve months old <u>25</u> ; Thirteen to twenty-four months old <u>10</u> ; twenty-five months and older <u>10</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>10, 3 x 5 card</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>7</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

The card is needed as long as medical record is maintained at the institution.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each: 2

☐ Calendar Year; ☐ Fiscal Year; ☐ Other see below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Remove locator ^{card} upon transfer of Medical Record to the State Records Center; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Charles G. Braden</i>	<i>Jun 26, 76</i>	<i>William J. McDunlop</i>	<i>6-22-76</i>

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	<i>7-1-76</i>
Secretary of State/Designee	<i>Carroll H. [Signature]</i>	<i>6-30-76</i>
Attorney General/Designee	<i>[Signature]</i>	<i>7-2-76</i>

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)